The National Italian American Foundation
2018-2019 Scholarship Application Instructions

1. **Review available scholarships**

   Review available NIAF scholarship descriptions on the Active Scholarships page to see if you qualify for any of our scholarships.

2. **Sign up for a NIAF membership**

   If you qualify for a scholarship and you or your parent/guardian are not an active member of the Foundation, CLICK HERE to visit NIAF's membership registration page and become a member or renew your membership. Once you fill out the membership form and submit payment, you will receive an e-mail from membership@niaf.org with an electronic membership card. The membership card includes your member number to input on your scholarship application.

3. **Get started on Community Force**

   All applicants must create a Community Force account to start your application by pressing the grey, "Create New Account" button on NIAF's Community Force page. **Please note that the application login is different from your NIAF membership login. You cannot access the scholarship application from the NIAF membership portal.**

4. **Complete the online application**

   Once you identify a scholarship of interest and create an Community Force account, log in to your Community Force account and fill out your application details. Our application will match you to the funds you are eligible for based on the information you submit. As you complete the online application, follow the instructions to upload your supporting documentation. **All supporting documentation must be submitted online in a .doc or .pdf format.**

5. **Request letters of recommendation**

   Within the Community Force application, request one letter of recommendation from a teacher, supervisor, or community leader. Letters from parents, friends, and relatives will not be accepted. Once you send a request for a letter of recommendation on Community Force, your recommender will receive an e-mail from

admin@communityforce.com instructing him or her how to submit their letter on the Community Force website.

Students will not be able to upload the letter of recommendation themselves. Letters of recommendation must be received by **March 1st, 2018 at 11:59 (EST)**. No late letters of recommendation will be accepted. To check whether your provider has uploaded the letter or not, go to your applications and check the percentages underneath the "Request" section.

6. **Request and submit a transcript**

   NIAF will accept both official and unofficial transcripts to fulfill the transcript requirement. Please upload your most recent transcript(s) in the "Additional Documents" section of the application.

7. **File the FAFSA form**

   If you are planning to apply for need-based scholarships, please complete the Free Application for Federal Student Aid (FAFSA) form. You will need to upload a PDF copy of the Student Aid Report (SAR) showing your Expected Family Contribution (EFC). It is available to you after you complete the FAFSA.

8. **Review and submit**

   Once you have filled out the entire application, please review your application to ensure that all of your responses are complete and correct. As you complete each section, the bar underneath each of the headings will reflect the percentage of the section that you have completed. Please click the "Choose Action" dropdown menu at the top right-hand corner of the screen and click "View Matching Scholarship" to review the scholarship that you are eligible to apply for. If a scholarship that you thought were eligible for is missing, please review and edit your application for errors.

   After you complete all of the required sections of the application and all of the sections show that they are 100% complete, a red button that says, "Final Review and Submit" will appear at the top right-hand corner of your application. Click this button, and it will prompt you to review your application. The application summary will appear. If your application is correct, please click the check box at the top of the page to confirm that you have reviewed the application and click the blue "Submit" button. Please note that you cannot change your responses after you have submitted the application. You will receive an e-mail from admin@communityforce.com to confirm the submission of your application.